

RESOLUTION NO. 2004-119

A RESOLUTION OF THE LODI CITY COUNCIL  
AMENDING CITY OF LODI POLICY AND PROCEDURES  
FOR TRANSIT SERVICE OUTSIDE OF REGULAR  
OPERATIONS

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NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council does hereby amend the City of Lodi Policy and Procedures for "Use of Transit Service Outside of Regular Operations," adopted March 5, 2003, as shown on Exhibit A attached hereto; and

BE IT FURTHER RESOLVED that this policy and procedure amendment shall become effective June 17, 2004.

Dated: June 16, 2004

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I hereby certify that Resolution No. 2004-119 was passed and adopted by the Lodi City Council in a regular meeting held June 16, 2004, by the following vote:

AYES: COUNCIL MEMBERS – Beckman, Hitchcock, Howard, and Land

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – Mayor Hansen

ABSTAIN: COUNCIL MEMBERS – None



SUSAN J. BLACKSTON  
City Clerk



# CITY OF LODI

PUBLIC WORKS DEPARTMENT

## POLICIES AND PROCEDURES

TRANSIT-1

Use of Transit Services Outside of Regular Operations

06/16/04

### INTRODUCTION

The following policy regarding special transit services by the City of Lodi (under agreement with our operator) applies to all service which falls outside the scope of regularly operated Transit service regardless of whether that service is categorized as Dial-A-Ride Service or Fixed-Route Service (Grapeline). For example, a group of people may reserve a Dial-A-Ride bus and travel within our service area during normal operating hours, pay regular fares and not be considered "special" service.

### POLICY

- I. Users of the City of Lodi's transit system shall be encouraged to utilize regularly offered services to address their transportation needs. Federal Transit Administration (FTA) and Transportation Development Act (TDA) rules and regulations restrict the use of vehicles for any outside service.
- II. The City of Lodi shall limit the use of transit vehicles to City-related functions assuming that the following conditions are met, except as provided in Section III.
  - A. The request for special service must not interfere with regularly scheduled service to the public or compete unfairly with private operators where private operators are willing and able to provide this service (TDA requirements).
  - B. Cost for Transit services incurred by functions with direct City Council/staff participation shall be monitored and evaluated yearly. Examples of these activities include:
    - Council/commission/staff tours of City facilities
    - Participation in public parades (Parade of Lights, Grape Festival, etc.)
    - Local tours for education programs, such as Leadership Lodi, in which City staff are participating

These costs shall be evaluated against expenses incurred by the City General Fund for Transit (rent of office space, secretarial work). Should the costs of performing "special" transit services for City sponsored events exceed the expenses incurred by the City General Fund for Transit, the difference shall be paid to the Transit fund. Transit services for either City and/or non-profit events with City Council/staff participation shall be limited as outlined in Paragraph C.
  - C. All requests shall be subject to paying for the full cost of service.
- III. The City's Transportation Manager shall advertise annually in local newspapers and at bus trade organizations for City events and public service events expected to be approved by the City Council (Sandhill Crane Festival, Grape Festival, etc.) to determine if any private operator is willing and/or able to perform the service. If no such provider exists, the City of Lodi's transit service may be utilized at the fully-allocated rate. An administrative fee of \$50 will be charged to each applicant to cover the advertisement costs.

**PROCEDURE**

The City of Lodi's Transportation Manager upon receipt of a request for service, in conjunction with the transit operator, shall determine that the policy requirements are met. Upon that determination the following general procedures apply.

1. All applications for special services shall be submitted to either the Transportation Manager or transit operator no less than four weeks prior to an event. (Applications shall be made available at City Hall and the Transit Office.) This shall allow for the proper arrangements to be made to accommodate the service. Applications not presented to Council for approval with the annual advertisement for special events per Section III of the Policy require eight weeks notice to allow for Council agenda scheduling.
2. The transit operator shall attempt to utilize existing service to the extent possible to meet the requested needs of applicants. All requests which are eligible under the standard daily operations of *Dial-A-Ride/Grapeline* service shall be operated as such.
3. Applications which do not meet the conditions of the policy shall be returned within three working days to the applicant to allow for alternative transportation arrangements to be made.
4. A deposit of \$25 shall be required at the time the reservation is confirmed.
5. Applicant shall contact the transit operator three days before event to re-confirm details submitted in applications or to cancel the service request. Any modifications must be made at least 24 hours in advance, however, any cancellation after three days prior to the scheduled service shall forfeit their deposit.
6. Payment is due in full at the time of service. City of Lodi departments will be billed according to City billing practices.
7. Payment for services shall be charged according to the applicable published rates.
8. In July of each year, all applicants for special service per Section II B, C of the Policy will be invited to submit their requests for the upcoming year. At that time, they will be assigned to the yearly schedule not to exceed 40 specials or \$10,000 a year. Requests for services shall be apportioned first to City-sponsored events with the remaining requests allocated equitably among the applicants. This will allow for agencies that have events scheduled for later in the year to apply instead of allowing for a first come, first serve basis. The Transportation Manager will notify the applicants once the 40 specials/\$10,000 of service have been allocated for the year.
9. The Transportation Manager shall maintain a list of private providers within the City of Lodi, the City of Stockton, North San Joaquin County and the City of Galt who are to be contacted and shall advertise to update the list as required by Federal and State regulations.